



#### Editorial Committee

[Susan Bearman](#)  
[Sarah Schwarcz](#)  
[Lynn Sloan](#)

#### Submissions

[About-Write-Submissions@ocww.info](mailto:About-Write-Submissions@ocww.info)

## SUBMISSION GUIDELINES

Welcome to *About Write*, a craft column about writing by the members of Off Campus Writers' Workshop (OCWW). Established in 1946, OCWW serves writers of all genres and experience from its metropolitan Chicago home. Like OCWW itself, *About Write* is dedicated to providing inspiration, education, and collegial support to help writers achieve their writing and publishing goals.

### Topics

Our editors are interested in thoughtful pieces on craft topics written by emerging and experienced OCWW writers in all genres. At this time, we are looking for pieces that fall into one of these five categories:

- **How I apply what I learned**—how you applied something you learned about writing/publishing/marketing from an OCWW presentation or an outside conference/seminar (see “Original Thought” below).
- **Interviews**—give us a window into the world of writing through an interview with a writer, publisher, agent, bookseller, or even another OCWW member.
- **Topics on craft**—a broad-brush category that invites you to explore a specific writing craft issue.
- **Reviews of writing resources**—a critical review of the latest or greatest writing blog, craft book, literary magazine, or website.
- **Writing tools**—an explanation of how you use your favorite writing tool—pen, software, website, dictionary. Explore the tools that can make a writer’s life easier and more productive.

If you are in doubt about your topic, you may submit a query with a fleshed-out outline of your proposed piece.

### Must Haves

- Your best work—draft, revise, and proofread before you submit. You are a writer; spelling, grammar, and organization count. When in doubt, consult [The Chicago Manual of Style](#) or [Grammar Girls](#).
- **The takeaway**—what specific thing will a reader learn or ponder from this piece?
- **Original thought**—while we are eager for members to analyze and explain how a lecture has guided or influenced your writing, do not transcribe a speaker’s presentation. You may paraphrase or even directly quote a sentence or two (with attribution), but we will not publish a speaker’s handouts or anything we regard as their intellectual property. Be sure to give credit where credit is due. Use what you have learned as a jumping off point.

We will consider [previously published work](#) to which you have the rights. Please query and include where and when your piece was published, as well as [proof](#) of [copyright](#).

### Submission Requirements

To submit, you must be a current member of OCWW. Original pieces are welcome. You retain full rights to your writing and may submit it elsewhere after publication on the OCWW's *About Write*. We request a backlink or reference to the original piece on *About Write*.

## Technical Requirements

Please submit a Word Document:

- 12-point Times New Roman, double-spaced
- one-inch margins
- include page numbers
- In the upper left corner of your document, include:

Full Name  
email address  
word count  
date

Word count: 300-800 words. Longer pieces will be considered, but may be divided into multiple posts.

Send submissions and queries by e-mail to: [About-Write-Submissions@ocww.info](mailto:About-Write-Submissions@ocww.info)

Subject Line to include: Your Last Name plus the word Submission

Include in the body of your email:

- Your name
- Title of your piece
- Word count
- Bio—Up to 50 words. Include links to your blog, website, online writing profile
- Links within the piece to any online references (e.g., website of a cited author, link to a cited book)

Attach:

- Post as Word .doc or .docx
- Author headshot
- Relevant graphic (or graphic idea) to accompany your piece

## What to expect

The *About Write* editorial committee will respond to all submissions and queries within one month of receipt. You may expect some light to moderate editing to fit length and consistency of style. We may contact you with questions or suggestions for revision if your piece is not accepted for publication. You may request to see any edits before publication, but the editorial committee is the final arbiter.

## Why should you submit?

This is a space for members of OCWW to share ideas and thoughts on writing. We learn from one another. While we do not offer payment for submissions, we're pleased to provide our contributors the opportunity to experience the submission and publication process, add a publishing credit to your portfolio, and build your online visibility via a link to your articles.

Thank you for considering submission to About Write, the voice of OCWW writers.